

Local Travel Expense Report



Introduction

This supplement is intended for Travelers who use MyTravel to support their official travel in the local area of their Permanent Duty Station. It builds on the information available in the *Create and Submit Expense Report* section of the [MyTravel Quick Start Guide for Travelers](#), which explains how to create expense reports in support of TDY travel. If you are using an online version of this supplement, selecting the links in it will take you directly to other resources, though if needed, you'll find the applicable URLs at the very end of this guide.

Note: For best results, use the Chrome browser to access MyTravel.

How TDY and Local Travel Processes Differ in MyTravel

The TDY travel process in MyTravel has two steps:

1. Create a trip request to provide trip cost estimates and get approval to travel.
2. Create an expense report to request reimbursement for official travel-related expenses you incurred and payment for travel allowances you earned.

For local travel, you usually don't need to create a trip request. Instead, you skip that step and only create an expense report. This supplement explains how that process works – and explains when you need to use a slightly different process.

Create the Expense Report

To create a MyTravel expense report to support local travel:

1. Log into MyTravel. The MyTravel home screen (Figure 1) opens.

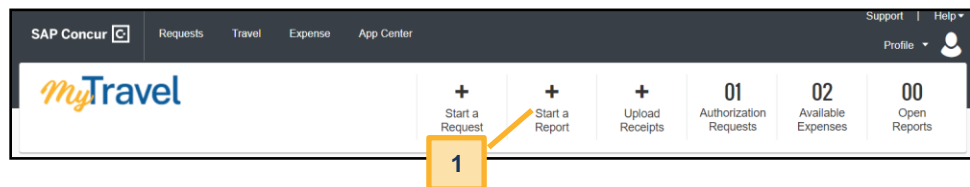


Figure 1: MyTravel Home Screen (top)

2. Near the top of the screen, select **Start a Report** (Figure 1, indicator #1). The **Create New Report** screen (Figure 2) opens with the TDY expense report header screen fields displaying by default.

Create the Expense Report (continued)

Figure 2: Create a New Expense Report Screen

3. Select **Local Travel Policy** from the **Policy** field drop-down menu (Figure 2, indicator #1). The screen refreshes to display the local travel expense report layout seen in Figure 2. Table 1 highlights some of the key fields you'll need to complete on the **Create New Report** screen.

Table 1: Create a New Expense Report Screen Options for Local Travel

Field	Notes
Policy	You must select Local Travel Policy . If you are following these instructions, you already did this.
Report Name	Enter a name of your choice, unless local or Component policy dictates the field's contents.
Report Date	Defaults to today, but you can change it.
Trip Purpose	Select an option from the drop-down menu. Again, your local or Component policy may direct a choice.
Redirect Funds to GTCC Account	Enter the costs of GTCC transactions that aren't anywhere else in the expense report (e.g., meals).
Comment	Comments are optional unless mandated by local or Component policy.
Claim Travel Allowance	No is the default selection. Do not change it. See Note below this table.

Note: You cannot claim a travel (M&IE) allowance if you are using the local travel expense report. If you meet one of the exceptions that allows you to claim M&IE during local travel, you must follow the typical TDY request and expense report processes.

Create the Expense Report (continued)

4. Select **Next** (Figure 2, indicator #2). MyTravel creates your local travel expense report and opens it on the **Expenses** screen (Figure 3).

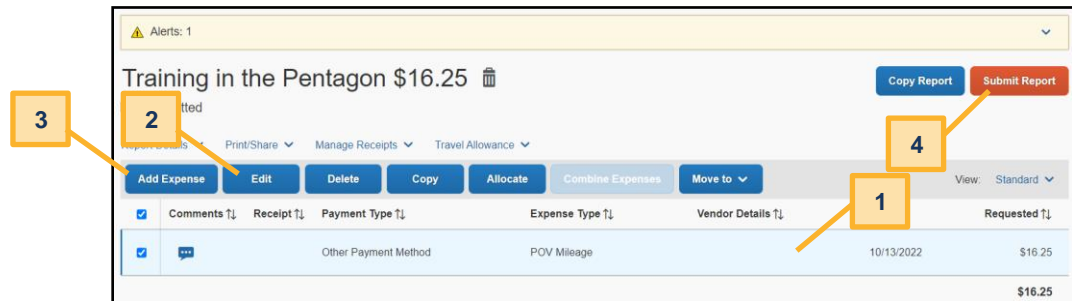


Figure 3: Expenses Screen

Complete and Submit the Expense Report

From this point forward, the expense report works generally the same way a TDY expense report works. In brief:

- Use the buttons and links near at the top of the screen to:
 - View different expense report screens



Note: Select **Report Details > Report Header** to visit the **Report Header** screen, where you can designate additional funds to go to the GTCC vendor to pay off your GTCC account, if needed.

- Print or email the document
 - Add, view, remove, or attach receipts
 - Add, edit, delete, copy, allocate, combine, or move expenses
- View individual expenses and their key details on the **Expenses** screen (Figure 3, indicator #1).
- View full expense details, attached receipts, and more by selecting an individual expense, then selecting **Edit** (Figure 3, indicator #2).

For much more detailed information on TDY expense reports, see the [MyTravel Quick Start Guide for Travelers](#). That said, there are a few differences you should be aware of:

1. The **Expenses** screen initially displays no claimed expenses. You must add them by selecting **Add Expense** (Figure 3, indicator #3). The **Add Expense** screen (Figure 4) opens.

**Complete
and Submit
the
Expense
Report
(continued)**

The screenshot shows a web application window titled "Add Expense". It has two tabs: "2 Available Expenses" and "+ Create New Expense". The "Create New Expense" tab is active. Below the tabs is a search bar labeled "Search for an expense type". Under the search bar, there are two expandable sections. The first section, "02. Booked within MyTravel", is expanded and shows "Rental Car". The second section, "03. Transportation", is also expanded and shows a list of options: "Government Vehicle Fuel", "POV Mileage", "POV Reduced Rate", and "Public Transportation".


Figure 4: Add Expense Screen, Create New Expense Tab

2. Select the **Create New Expense** tab. It provides the list of available expense types, which is much shorter on a local travel expense report than it is for a TDY expense report. Table 2 shows the expenses available on a local travel expense report.

Table 2: Available Expenses on Local Travel Expense Report

Expense Type	Expense	Notes
02. Booked within MyTravel	Rental Car	Use to claim rental car costs, no matter how you booked
03. Transportation	Government Vehicle Fuel	
	POV Mileage	
	POV Reduced Rate	Use when a GOV is available, but you use your POV instead.
	Public Transportation	Examples: buses, ferries
	Rental Car Fuel	
	Taxi/Car Service	Examples: taxis, ride sharing
	TDY Parking	Use for local parking expenses
	Tolls	
04. Lodging	Occasional Lodging	Use when the need for lodging was not expected, but is allowed by the JTR

**Complete
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Expense Type	Expense	Notes
05. Meals	Occasional Meal	Use when the need for M&IE was not expected, but is allowed by the JTR
	Snack - Recruiter	 Only use if you are a recruiter (generates a flag)
06. Other	Conference Registration Fee	
10. International Related Expenses	Foreign Currency Conversion Fees	

3. After you finish entering expenses and verify that the report is fully accurate, submit it for approval (Figure 3, indicator #4). In truth, this item is no different than a TDY expense report, but the following additional considerations apply for local travel:
 - a. You may enter expenses on future days, but you must wait to submit the expense report for approval until on or after the last day entered for any expense.
 - i. **Example:** Today is May 7, but you added an expense you know you will incur on May 9. You will be able to submit the expense report for approval on or after May 9.
 - b. You may create the expense report, add expenses as you incur them, and submit for approval after entering the last one you want to claim on this expense report.
 - i. **Example:** You create a local travel expense report on May 1. You perform official travel on May 7, 9, 11, 22, and 24, and enter your expenses on each of those days. After you enter your expenses on May 24, you submit the expense report for approval.
 - c. All expenses on an expense report must be incurred in a single fiscal year.

**Additional
Resources**

The items on this list provide the URLs for additional information you may find useful. Some of them are mentioned elsewhere in this guide.

1. Vendor-created User Guides and Demonstrations
<https://www.concurtraining.com/toolkit/en/expense/end-user/ui02>
2. MyTravel direct link
<https://dodtravel.concursolutions.com>

In addition, you can find many helpful user guides and other informational papers:

- On the DTMO website's **MyTravel** screen at <https://travel.dod.mil/Programs/DoD-Travel-Systems/MyTravel/>
- By logging onto MyTravel at the link in #2 above, then selecting **Help** in the upper right corner of the screen, then **Training** on the drop-down menu.